

AIR NATIONAL GUARD SEPARATIONS DOCUMENTS

This instruction applies to all officers and enlisted members of the Air National Guard. This instruction establishes procedures and constitutes authority for the preparation and disposition of separation documents for members of the Air National Guard. It implements AFPD 36-32.

SUMMARY OF CHANGES

This is the first publication of ANGI 36-3201.

Chapter 1

**Preparation and Disposition of NGB Form 22, Report of Separation/Discharge and Record of Service, and
NGB Form 22A, Correction to NGB Form 22**

1.1. General Instructions. NGB Form 22 will be prepared for all separations and discharges from the ANG with the exception of minority (enlistment at or under age seventeen), or deaths. The form is governed by the Privacy Act of 1974.

1.2. NGB Form 22 Distribution. Original to the member, copy two to the member upon request, copy three to the Field Record Group, and copy four to the State Adjutant General.

1.3. Preparation of NGB Form 22:

1.3.1. Enter all entries on the NGB Form 22 (attachment 1) except the signature. Record all dates in numerical fashion in Blocks 4, 6, 7, 11, and 17b (Example 830518). For other blocks which require a date, record as shown in sample NGB Form 22. Place one row of diagonals under the last entry in Blocks 9, 12, 13, 15, and 18. If there is no room under the last entry in any of these blocks (i.e., the space is filled), a row of diagonals is not required. If the entry in blocks 12, 13, 15, or 18 is complete without filling an entire line (or if these blocks are continued using a "Continuation Sheet"), enter diagonals to fill the remainder of the line. If the space allowed for entries in Blocks 12, 13, 15, and 18 is too small for the required data, enter as much as possible, and note that it is continued in Block 18. For each entry continued in Block 18, enter "Block 12, 13, or 15", and continue to follow instructions for the applicable block. If still more space is needed, continue on plain white bond paper. See format for the "Continuation Sheet" (attachment 2). Every block must have an entry. If a block is not

applicable, or if no information is to be entered, type "NA" in the block.

1.3.2. NGB Form 22 is self explanatory with the following exceptions:

1.3.2.1. Heading. AND AS A RESERVE OF THE _____ enter "Air Force" if a concurrent discharge; i.e., no transfer to USAFR. If separation is from State only, line through and initial entry.

1.3.2.2. Block 2. Indicate Component and Department as follows: "Air Force ANGUS".

1.3.2.3. Block 5a. Enter grade held at separation, in abbreviation form. (Example SMSgt or MSgt).

1.3.2.4. Block 5b. Enter the equivalent numerical rating for the grade shown in block 5a (Example E8 or E7).

1.3.2.5. Block 9. If separated from the ANG and concurrently discharged as a Reserve of the Air Force enter "NA". If transferred to the USAF Reserve, show unit of assignment and the Reserve section. (Example:ARPC/NNRPS, RD, Denver, CO 80280). For members placed on the Temporary Disabled Retirement List (TDRL), enter ARPC/NARS, NA, Denver, CO 80280. If transferred from one State ANG to another, enter new State and unit of assignment. If transferred to another active duty or Reserve component of the armed forces, enter component.

1.3.2.6. Block 10a. Enter total service completed during the period for which the form is being issued. Service is not creditable for time spent in an enlistment that is determined to be fraudulent and is specifically terminated by reason of fraud.

1.3.2.7. Block 10b. Prior Reserve Component Service. Any prior enlistments which were in a

1.3.2.7. Block 10b. Prior Reserve Component Service. Any prior enlistments which were in a Reserve component, including any active duty tours performed while in that component.

1.3.2.7. Block 10c. Prior Federal Active Service. Any enlistment a member had, serving in a regular military component.

1.3.2.8. Block 10d. Blocks 10a, 10b, and 10c will be totaled in this block.

1.3.2.9. Block 12. List formal in-service training courses successfully completed during the period. Omit only training courses for combat skills. Do not include any courses of less than 40 hours duration. Include Professional Military Education by correspondence through the Extension Course Institute and ANG-sponsored formal training (example: AMS or NCO Academy at PMEC). After course title, enter completion date. Indicate method of completion: (R) for Residence, (C) for Correspondence, and (S) for Seminar programs. For all courses, show in-residence course length. Use titles and abbreviations (Example: Fire Protection Craftsman, Dec 94, (R), 2 weeks), to include basic military training.

1.3.2.10. Block 13. Enter PAFSC and all additional AFSCs in which the member served for one or more years during period of report. In each AFSC, show only the highest skill level in which duty was performed. For PAFSC, give the title with the year, month and day AFSC was awarded, all additional AFSCs, just give the title. Include currently held Special Duty Identifiers (SDIs) and Reporting Identifiers (RIs), except do not use RIs 9P000, 9A200, 9A100, 9J000 as these are not authorized for reporting as AFSCs.

1.3.2.11. Block 18. Insert the following:

1.3.2.11.1. FSC, Blood Type, and aptitude test scores (to include AFQT and type of test administered).

1.3.2.11.2. Enter the following statement if member's MSO is not completed: "Airman has completed _____ years, _____ months, and _____ days toward obligation.

1.3.2.11.3. The following statements are required if eligible for Reserve Transition Assistance Program (RTAP):

1.3.2.11.4. If individual has over 1 year but less than 6 years' service include:

1.3.2.11.4.1. I acknowledge that I am eligible for 2 years' base exchange (BX) and limited commissary privileges.

1.3.2.11.4.2. Reserve Transition Assistance Program (RTAP) Code ____.

1.3.2.11.4.3. MGIB eligible: Yes/No.

1.3.2.11.5. If an individual has 6 years' service but less than 15 years' service include:

1.3.2.11.5.1. I acknowledge that I am eligible for 2 years' BX and limited commissary privileges and a lump sum separation pay.

1.3.2.11.5.2. Reserve Transition Assistance Program (RTAP) Code ____.

1.3.2.11.5.3. MGIB Eligible: Yes/No.

1.3.2.11.6. If an individual has 15 years' service but less than 20 years' service include:

1.3.2.11.6.1. I understand that I am eligible for early qualification for retired pay at age 60 and must apply for transfer to the Retired Reserve not later than one year following the date on which I am eligible to apply for such transfer.

1.3.2.11.6.2. Reserve Transition Assistance Program (RTAP) Code ____.

1.3.2.11.6.3. MGIB eligible: Yes/No.

1.3.2.11.7. If an individual has 20 years or more satisfactory service include:

1.3.2.11.7.1. Member authorized Special Separation Pay (SSP) in accordance with Public Law 102-484.

1.3.2.11.7.2. Reserve Transition Assistance Program (RTAP) Code ____.

1.3.2.11.7.3. MGIB Eligible: Yes/No.

1.3.2.12. Block 20. Signature to be in ink and legible on all copies. For those not available for signature, enter "Member not available for signature". For those refusing to sign, enter "Member refused to sign".

1.3.2.13. Block 22. To be signed by: COs in grade E-7 or above, or civilians in GS-7 or above may sign as authorizing official. The Director of Personnel or MPF Chief (Major or above) may authorize the Chief, Personnel Relocation Element (SSgt or GS-5 or above), in writing, to serve in this capacity.

1.3.2.14. Block 23. Indicate the separation directive, specific paragraph, subparagraph (if appropriate) and reason, and Separation Program Designator (SPD). Example: AFI 36-3209, Paragraph 3.13.1, Expiration of Enlistment, applicable SPD code.

1.3.2.15. Block 25. Enter "Eligible" or "Ineligible" for enlisted; "NA" for officers. The losing commander makes the recommendation for subsequent reenlistment.

1.3.2.16. Block 27. The servicing MPF representative should ask the member at the separation interview if copy 2 of NGB Form 22 is desired. Member must initial appropriate space to indicate request for copy 2 and place an "X" in the "Request" block. If member declines receipt of copy 2, it is destroyed. If member is unavailable, enter "Not Present" in "Initials" space and destroy copy 2 and

mail original copy to member at the address shown in block 19.

1.4. Purpose of NGB Form 22A (Attachment 2).

This form will be used to correct erroneous entries or omission of pertinent facts on NGB Form 22 for individuals discharged from the National Guard.

Chapter 2

Discharge Certificates for Separation/Discharge

2.1. General Instructions. Discharge certificates will be prepared for all separations and discharges from the ANG. These forms are governed by the Privacy Act of 1974.

2.2. Types of Discharge Certificates:

2.2.1. NGB Form 438, (attachment 3), Honorable Discharge Certificate: This certificate is used when a member is separated from the ANG and as a Reserve of the Air Force.

2.2.2. NGB Form 438a, (attachment 4), Honorable Discharge Certificate: This certificate is used when a member is only separated from the ANG.

2.2.3. NGB Form 439, (attachment 5), General Discharge Certificate: This certificate is used when a member is separated from the ANG and as a Reserve of the Air Force.

2.2.4. NGB Form 439a, (attachment 6), General Discharge Certificate: This certificate is used when a member is separated only from the ANG.

DONALD W. SHEPPERD
Major General, USAF
Director, Air National Guard

OFFICIAL

DEBORAH GILMORE
Chief
Administrative Services

6 Attachments:

- 1. NGB Form 22, Report of Separation and Record of Service**
- 2. NGB Form 22A, Correction to NGB Form 22**
- 3. NGB Form 438, Honorable Discharge Certificate**
- 4. NGB Form 438A, Honorable Discharge Certificate**
- 5. NGB Form 439, General Discharge Certificate**
- 6. NGB Form 439A, General Discharge Certificate**

DEPARTMENTS OF THE ARMY AND THE AIR FORCE NATIONAL GUARD BUREAU REPORT OF SEPARATION AND RECORD OF SERVICE														
REPORT OF SEPARATION AND RECORD OF SERVICE IN THE 1 <u>AIR</u> NATIONAL GUARD OF <u>LOUISIANA</u>										AND AS A RESERVE OF THE 2 _____				
1. Insert either Army or Air										2. Enlisted personnel only - Insert only Army or Air Force				
1. LAST NAME - FIRST NAME - MIDDLE NAME USER, FREDDIE DAN					2. DEPARTMENT, COMPONENT AND BRANCH AIR FORCE--ANGUS					3. SOCIAL SECURITY NUMBER XXX-XX-XXXX				
4. DATE OF ENL.	YR	MO	DA	5a. RANK	5b. PAY GRADE	6. DATE OF RANK	YR	MO	DA	7. DATE OF BIRTH	YR	MO	DA	
	88	09	20	SSG	E5		93	01	09		70	08	25	
8a. STATION OR INSTALLATION AT WHICH EFFECTED USMA, NEW ORLEANS, LA 70143-5200										8b. EFFECTIVE DATE		YR	MO	DA
												94	09	19
9. COMMAND TO WHICH TRANSFERRED USAR HQ ARPC (PAS: 5731FLX2) DENVER CO 80280-5000 ////////////////////////////////////						10. RECORD OF SERVICE			YRS			MO	DAYS	
						(a) NET SERVICE THIS PERIOD			06			00	00	
						(b) PRIOR RESERVE COMPONENT SERVICE			00			00	00	
						(c) PRIOR ACTIVE FEDERAL SERVICE			00			00	00	
11. TERMINAL DATE OF RESERVE / MILITARY SERVICE OBLIGATION					YR	MO	DA	(d) TOTAL SERVICE FOR PAY			YRS	MO	DAYS	
					96	09	19				06	00	00	
12. MILITARY EDUCATION (Course Title, number of weeks, month and year completed) BASIC MILITARY TRNG, 6WKS, JAN 89 (R) SECURITY SPECIALIST SCHOOL, 5 WKS, MAR 89 (R) MCO PREPARATORY CRSE, 2WKS, 1992 (C) //						13. PRIMARY SPECIALITY NUMBER, TITLE AND DATE AWARDED (Additional specialty numbers and titles) 3P071, SECURITY CRAFTSMAN, 94 JUL 10. ///								
14. HIGHEST EDUCATION LEVEL SUCCESSFULLY COMPLETED SECONDARY / HIGH SCHOOL 12 YRS (Gr 1-12) COLLEGE 00 YRS						15. DECORATIONS, MEDALS, BADGES, COMMENDATIONS, CITATIONS AND CAMPAIGN RIBBONS AWARDED THIS PERIOD (State Awards may be included) AF 1CY SVC AND, HUMANITARIAN SVC MDL, AF TRAINING RBN, NTL DEF SVC MDL, AF ACHIEVEMENT MDL, AF OUTSTANDING UNITY AND. //////////////////////////////////								
16. SERVICEMAN'S GROUP LIFE INSURANCE COV		17. PERSONNEL SECURITY INVESTIGATION												
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		a. TYPE		b. DATE COMPLETED										
		ENTRAC		881028										
AMT \$ 200,000														
18. REMARKS A-450, HQ LA ANG, 94SEP15; DAFSC: 3P051; BLOOD TYPE: O POS. XIV (BORN 80) A79, E61, G46, M 63, APQTZ 57. "AIRMAN HAS COMPLETED 06 YEARS, 00 MONTHS, AND 00 DAYS TOWARDS THIS OBLIGATION." ////////////////////////////////// NOTHING FOLLOWS////////////////////////////////////														
19. MAILING ADDRESS AFTER SEPARATION (Street, RFD, City, County, State and Zip Code) RT 4 BOX 1508 ABBEVILLE LA 70510-1508						20. SIGNATURE OF PERSON BEING SEPARATED MEMBER NOT AVAILABLE FOR SIGNATURE								
21. TYPED NAME, GRADE AND TITLE OF AUTHORIZING OFFICER Mary J Crabgrass, Lt Colonel Director, Personnel						22. SIGNATURE OF OFFICER AUTHORIZED TO SIGN								
23. AUTHORITY AND REASON ANGR 39-10, CHAPTER 2, PARA 2-4a(1) EXPIRATION TERM OF SERVICE - VOLUNTARY SPD MK.														
24. CHARACTER OF SERVICE HONORABLE						25. TYPE OF CERTIFICATE USED NGB FM 438a				26. REENLISTMENT ELIGIBILITY ELIGIBLE				
27. <input type="checkbox"/> REQUEST <input type="checkbox"/> DECLINE COPIES OF MY NGB FORM 22 INITIALS NOT PRESENT														

DEPARTMENTS OF THE ARMY AND THE AIR FORCE NATIONAL GUARD BUREAU CORRECTION TO NGB FORM 22 REPORT OF SEPARATION AND RECORD OF SERVICE IN THE <u>AIR</u> NATIONAL GUARD OF <u>LOUISIANA</u> AND AS A RESERVE OF THE <u></u> DATE OF CORRECTION <u>95 02 17</u>	
IDENTIFICATION DATA	
NAME (Last, first, middle initial) USER, FREDDIE, DAN	SERVICE NUMBER XXX-XX-XXXX DATE AND PLACE OF DISCHARGE 19 SEP 94
ORGANIZATION AND HOME STATION	PERMANENT ADDRESS FOR MAILING PURPOSES RT 4 BOX 1508 ABBEVILLE, LA 70510-1508
CORRECTIONS	
THE ORIGINAL REPORT OF SEPARATION AND RECORD OF SERVICE (NGB FORM 22) FOR THE ABOVE-NAMED INDIVIDUAL IS CORRECTED AS INDICATED BELOW:	
ITEM NO	CORRECTED TO READ
13	3P051, SECURITY JOURNEYMAN 90 JAN 11
TYPED NAME, GRADE OF OFFICER AUTHORIZED TO SIGN Mary J Crabgrass, Lt Col Executive Staff Support Officer	
SIGNATURE	
DISTRIBUTION:	
NGB FORM 22A 1 Insert either Army or Air (See reverse side for instructions for preparation) 10 MAR 94 2 Insert either Army or Air Force	

Honorable Discharge



FROM THE ARMED FORCES OF THE UNITED STATES OF AMERICA

This is to certify that

FREDDIE DAN USER

was Honorably Discharged from the

Air National Guard

STATE OF LOUISIANA

and the Reserve of the United States Air Force
on the 19th day of SEPTEMBER

This certificate is awarded as a testimonial of
Honest and Faithful Service

This discharge does not relieve the individual named herein from any RESERVE or SERVICE OBLIGATION in which he may be subject under the provisions of The Universal Military Training and Service Act, as amended.

MARY J. GRACIASS, LT COL
DIRECTOR, PERSONNEL

FORM 1000-10 420B Revision of 1963 Form 420, dated 1 Jan 62, unless otherwise indicated

Honorable Discharge



from the Federally Recognized Air National Guard of the United States of America

This is to certify that

FREDDIE DAN USER

was Honorably Discharged from the

Air National Guard

of _____
STATE OF LOUISIANA
on the _____ day of _____
SEPTEMBER

*This certificate is awarded as a testimonial of
Honest and Faithful Service*

This discharge does not relieve the individual named herein from any RESERVE or SERVICE OBLIGATION to which he may be subject under the provisions of The Universal Military Training and Service Act, as amended.

MARY J. CRAPCHASS, LT COL.
DIRECTOR, PERSONNEL

General Discharge



Under Honorable Conditions from the Armed Forces of the United States of America

This is to certify that

FREDDIE DAN USKE

was Discharged from the AIR NATIONAL GUARD OF

THE STATE OF LOUISIANA

AND THE RESERVE OF THE UNITED STATES AIR FORCE

on the 19th day of SEPTEMBER

under honorable conditions

BUT SHALL NOT BE CONSTRUED AS RELIEVING THE INDIVIDUAL NAMED HEREIN FROM ANY RESERVE OR SERVICE OBLIGATION TO WHICH HE MAY BE SUBJECT UNDER THE PROVISIONS OF THE UNIVERSAL MILITARY TRAINING AND SERVICE ACT, AS AMENDED.

DD FORM 439
1 MAR 63

MARY J. GRANCHASS, LT COLONEL

DIRECTOR, PERSONNEL

General Discharge



from the Federally Recognized Air National Guard of the United States of America

This is to certify that

FREDERICK DAVEY

was Discharged from the AIR NATIONAL GUARD OF

THE STATE OF LOUISIANA

on the 19th *day of* SEPTEMBER

under honorable conditions

BUT SHALL NOT BE CONSTRUED AS RELIEVING THE INDIVIDUAL NAMED HEREIN FROM ANY RESERVE OR SERVICE OBLIGATION TO WHICH HE MAY BE SUBJECT UNDER THE PROVISIONS OF THE UNIVERSAL MILITARY TRAINING AND SERVICE ACT, AS AMENDED.

MARY J. GRANTASS, LT COLONEL

DIRECTOR, PERSONNEL

FM 439a